ATRRS

Army Training Requirements and Resource System

https://www.atrrs.army.mil

(253) 477-4096/melanie.r.wileczek.civ@mail.mil

Obtain ATRRS Account

- ***All schools NCOs must have ATRRS access to be successful***
- ***Company and Battalion level need "Review" access only***
  - You will be able to see everything in ATRRS and run reports
  - You just cannot do enrollments
  - BDE Schools NCOs must receive more in depth ATRRS training prior to obtaining their access
- ***Once you go to the website you will see prompts that will walk you through the process***
- ***The required forms will need to be run through your S2***
- ***Once signed off by S2, fax forms to ATRRS***
- ***Typical wait time is 2-3 weeks but you CAN get it earlier if you follow up with them***
  - The more you follow up the sooner you will gain access

Obtain ATRRS Account

- ***Users must have at least a favorable National Agency Check (NAC)***
- ***Submit Department of Defense (DD) Form 2875 "System Authorization Access Request (SAAR)"***
- ***Submit DD Form 2929 "Block 27 continuation of DD Form 2875" to the ATRRS Help Desk***
- ***Fax the completed forms to the ATRRS Help Desk:***
  - ATTN: ATRRS User Access
    Comm: (703) 645-0432
    DSN: 224-6300

Obtain ATRRS Account

ATRRS Home page

(253) 477-4096/melanie.r.wileczek.civ@mail.mil

Obtain ATRRS Account

Who Needs A Logon | Obtain a Logon ID | User Information

How To Obtain An ATRRS Logon ID

ATRRS Access Policy
Computer and telecommunications resources in support of ATRRS are provided by the U.S. Army Information Technology Agency (USAITA) Pentagon. Design, development, and operational support for ATRRS are the responsibility of the Director, Military Personnel Management, Army G-1, Department of the Army. The ATRRS Help Desk receives ATRRS access requests, which are processed by the USAITA Pentagon Access Management Office.

Obtaining An ATRRS Logon ID
To access ATRRS, users must have at least a favorable National Agency Check (NAC). The USAITA Access Management Office will issue logon IDs and passwords to those users who meet the requirement criteria.

access request forms must be 100% complete before they can be processed. Incomplete forms will not be accepted.

Fax the completed forms to the ATRRS Help Desk:

ATTN: ATRRS User Access
Comm: (703) 645-0432
DSN: 224-6300

Please allow 24 hours for submission of the completed access request form for your Logon ID and password to be issued.

Required Form(s)
Effective 1 Oct 2012, in order to comply with DoD and Army policy, the USAITA Pentagon Access Management Office will no longer accept the AAIT-DC 9-R LOGONID REQUEST FORM for ATRRS account creation.

In place of the AAIT-DC 9-R form, individuals requesting ATRRS system access will be required to submit Department of Defense (DD) Form 2875 "System Authorization Access Request (SAAR)" and DD Form 2929 "Block 27 continuation of DD Form 2875" to the ATRRS Help Desk.

To view samples of DD 2875 and DD 2929 completed as required for an ATRRS access request, click **DD 2875 sample** or **DD 2929 sample.**

The ATRRS Help Desk will begin accepting completed DD Forms 2875/2929 effective immediately. Any AAIT-DC 9-R forms submitted on or before 30 Sep 2012 will still be processed.

You will need Adobe Acrobat Reader to view and print the form(s). To download a free copy of the Adobe Acrobat Reader, visit Adobe's website at www.adobe.com/products/reader.

Get ADOBE READER

CLICK HERE TO PROCEED TO THE REQUIRED FORM

IMPORTANT INFORMATION FOR CONTRACTORS

Contractors requesting ATRRS access must submit a Visitor Authorization Letter (VAL) along with required logon ID application form(s). Please **CLICK HERE** for a sample VAL with completion instructions. All fields shown on the sample VAL are required on your VAL submission. The format can be different as long as all of the fields that are on the sample VAL are on the VAL that you submit. All information on the VAL must be typed. Note that we cannot accept hand-written VALs.

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- ***Questions?***
- ***(Contact your BN or BDE schools NCO)***